

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

EXTRAORDINARY

GOVERNMENT OF GOA, DAMAN AND DIU

Local Administration and Welfare Department

Housing Board

Notification

GDHB/EST/5(38)/77/2409/83

The Goa, Daman and Diu Housing Board in exercise of the powers conferred under Sections 13, 15, 16 and 129 of the Goa, Daman and Diu Housing Board Act 1968 hereby makes the following regulations amending the Goa, Daman and Diu Housing Board Cadre, recruitment of staff, functions, powers and sphere of duties of Officers and other Employees Regulations 1974 published in Official Gazette, Series III, No. 2 dated 10th June, 1976 and Official Gazette, Series I, No. 14 dated 3rd June, 1980, namely: —

1. *Short title (i).* — These regulations shall be called the Goa, Daman, and Diu Housing Board Cadre, Recruitment of Staff, Functions, Powers and Sphere of Duties of Officers and other Employees (Fourth Amendment) Regulations, 1983.

(ii) They shall come into force with immediate effect.

2. In the schedule attached to the said notification, the existing Annexures I, II and III should be substituted as shown in Annexures I, II and III.

S. K. Gandhe
Chairman

ANNEXURE — I

1. The Secretary of the Goa, Daman and Diu Housing Board shall be the Chief Executive of the Board. He will exercise proper control and superintendence over the functions of other employees of the Board. He shall be the appointing and discipli-

nary authority of the staff of the Board save as provided in the Goa, Daman and Diu Housing Board Act, 1968, and the Rules framed thereunder. He shall exercise the powers of head of the department under Delegation of Financial Powers Rules, Fundamental and Supplementary Rules, Central Treasury Rules, and all other Central rules, regulations and orders in force in the Union Territory of Goa, Daman and Diu from time to time. He will also represent the Board in all matters before the Government and/or other agencies. He will deal with personal matters of various staff members of the Board save as provided under the Act and the Rules thereunder. He will initiate action for convening the meetings of the Board and its Committees. He will maintain the records of the meetings and initiate follow up action on various points. He will be responsible to prepare and place before the Board the Annual Administration Report as required under Section 123 of the Act. He will deal with all matters relating to registration, allotment and sale of plots and tenements. He will be responsible to lease and allot the buildings of the Board. He will attend to all legal cases on behalf of the Board. He will be responsible for the safe custody of the office seal and other valuable documents of the Board, etc.

The powers of the Government under the Delegation of Financial Powers Rules, Fundamental and Supplementary Rules, Central Treasury Rules, General Financial Rules and other Central Regulations/Rules and Orders in force in the Union Territory of Goa, Daman and Diu from time to time shall however vest in the Board.

The Secretary may be assisted by an Assistant Secretary in the discharge of his functions and duties. The Assistant Secretary will perform such other functions and duties as are assigned to him by the Secretary and/or Chairman.

2. *The duties of the Housing Engineer shall be.* —
(1) He will exercise proper control and supervision over the staff in the Engineering Branch and ensure optimum utilisation of the available manpower.

(ii) He will exercise the powers of the Superintending Engineer of the PWD of the Union Territory

of Goa, Daman and Diu so far as the Technical powers are concerned.

(iii) He will tender technical opinion on various technical matters as and when required by the Secretary/Chairman/Board as the case may be.

(iv) He will inspect all works of the Board under implementation and ensure that the system of work followed is efficient and economical and that all rules, regulations, instructions, contractual obligations, etc. are properly observed while implementing various works. He shall periodically report to the Secretary about the progress of various housing activities under implementations of the Board.

(v) He will perform any other functions as may be assigned to him by his superiors.

3. *The duties of the Chief Accounts Officer shall be.* — (i) He will exercise proper control and supervision over the staff members working in the Accounts Branch.

(ii) He will be responsible for the proper maintenance of various books of accounts as required under the provisions of the Act and the rules framed thereunder and all other rules applicable in the Union Territory of Goa, Daman and Diu. He will be responsible for all other matters connected with the financial aspect of the Board.

(iii) He will ensure proper scrutiny of all proposals involving financial implications.

(iv) He will be responsible for the preparation of the annual budget of the Board. He will also carry out the periodical monitoring of the budget and report his findings.

(v) He will maintain the central record of stores and all other movable and immovable property of the Board.

(vi) He will deal with such other matters as may be assigned to him by his superiors.

4. The duties/responsibilities of other employees of the Board shall be as laid down by the Branch Officers concerned with the approval of the Secretary from time to time.

5. The account of the Board shall be maintained in commercial form as provided in Rule 15 of the Goa, Daman and Diu Housing Board Rules, 1969 adopting procedures prescribed under the Accounts Codes of the Central Government as far as possible. The Secretary shall exercise the powers of the Head of the Department under these Rules.

6. For execution of works and related matters, the Board shall as far as possible adopt the procedure laid down in the Central Public Works Codes and Manual. The powers of Chief Engineer-PWD in this Territory shall vest in the Technical Committee of the Board.

7. The service conditions of the employees of the Board shall be the same as are applicable to the Government employees of the Union Territory as per the relevant rules/regulations/instructions in force from time to time, subject to the modification that the powers assigned to the Government in these rules/regulations/instructions, etc. shall vest with the Board. The Secretary shall exercise the powers of

the Head of the Department under these rules. The pay-scales of the posts of the cadre of the Goa, Daman and Diu Housing Board will be those of the Central pay scale applicable to the corresponding posts in the Union Territory of Goa, Daman and Diu from time to time. The various allowances and other remuneration will also be at the same rates admissible to the Government employees of the Union Territory of Goa, Daman and Diu under the relevant rules/instructions in force from time to time.

As regards the adoption of G.P.F. Rules, the Board shall maintain a separate Fund Account with the State Bank of India of Savings Bank Account and all transactions of these accounts shall be maintained therefrom. The investment pattern of the accumulated funds shall be as follows: —

i) Three-fourth of the accounts standing in the Account at the end of each quarter shall be invested in long term deposit receipts of the Bank with period ranging from 2 years to 10 years in order to earn a rate of interest equivalent or more than required to be paid on the accounts.

ii) The balance amounts in the S. B. Account exceeding Rs. 1,000/- or such other sums as the Board may decide from time to time to be invested in the multiples of Rs. 100/- in Fixed Deposit Receipts for periods not exceeding 2 years as the Chairman decides in each case.

The Board will allow the interest on the deposits as per rates of interest in force as applicable in Government. However in case the total interest earned on deposits with Bank is less than the interest payable to the subscribers then such difference shall be carried forward to be adjusted against the future earning of interest on Deposit Receipts invested with the Bank.

Pension Rules. — A pension fund shall be established by the Board crediting to that account yearly such sums equivalent to the amount of pension contribution of each employee as worked out on the basis of FR 116, these sums shall be invested in Bank Deposit Receipts for periods of 10 years every year in the multiples of Rs. 100/- and the balance amount together with the interest earned on the investment be credited to a Savings Bank Account with the Bank. All amounts exceeding Rs. 1,000/- in the multiples of Rs. 100/- to be invested from the Savings Bank Account balance. The payments to be made to the staff of Pension and/or Gratuity shall be made out of this fund.

9. The composition of the establishment of the Board, various categories of the posts, their number, pay-scales, educational qualifications and other conditions of recruitment shall be given in Annexure II to IV. The appointment of Chief Accounts Officer, Housing Engineer and Secretary shall be made by the Government and the remaining staff shall be made by the Board as prescribed in the respective recruitment rules in Annexure II to IV provided that the initial recruitment to the Cadre may be made by the absorption of the existing Government staff already working in connection with the affairs of the Board, to the corresponding posts of the same scale and status, and that the incumbents are competent and are required by the Board to be retained in its employment.

9. The composition of appointment/promotion committee for various posts in the cadre of the Board shall be: —

Chairman of the Board will be the Chairman of the Committee and in his absence Secretary of the

Board shall be the Chairman of the Committee. Secretary and Housing Engineer of the Board will be the other members of the Committee.

The Committee may co-opt any other official to be on its panel as specialist.

ANNEXURE — II

Organisational set up and the staffing pattern of the Goa, Daman and Diu Housing Board

Board
Chairman
Secretary

Administrative Branch	Engineering Branch	Accounts Branch
Assistant Secretary (1) Branch Officer	Housing Engineer (1) Branch Officer	Chief Accounts Officer (1) Branch Officer
Office Superintendent (1)	Executive Engineer (2)	Assistant Accounts Officer (1)
Head Clerk/Estate Manager (2)	Architect Planner (1)	Accountants (2)
Senior Stenographer (1)	Asst. Engineer/Asst. Surveyor (7)	Cashier (UDC) (1)
Upper Division Clerks (2)	Asst. Architect (1)	Upper Division Clerks (1)
Junior Stenographer (1)	Junior Engineer (18)	Lower Division Clerks (2)
Lower Division Clerk/Rent Collector (3)	Draughtsman — I (1)	Peons (2)
Tally Clerk (1)	Surveyor Grade — I (1)	
Daffry (1)	Draughtsman Grade — II (1)	
Heavy Vehicle Drivers (2)	Surveyor Grade — II (1)	
Light Vehicle Drivers (6)	Upper Division Clerks (3)	
Gestetner Operator (1)	Lower Division Clerks (9)	
Messenger/Attendant (2)	Draughtsman Grade III (1)	
Watchman (4)	Tracer (1)	
Bharkandas (1)	Peons (5)	
Peon (3)	Carpenter (1)	
Sweeper (10)	Electrician (1)	
Scavenger (10)	Plumber (1)	
	Mason (1)	
	Ferro Printing Machine Operator (1)	

NOTE:— Secretary of the Board may make minor allocation and re-adjustment of staff amongst the various Branches, in exigencies of service.

ANNEXURE — III

Deleted.